

APPLICATION FOR RECORDS RETENTION SCHEDULE

4273-42 (X14)

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTOR' RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76—RM—1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334. Attention: Scheduling Section.

Attention: Scheduling S	ection.				
FOR AGENCY USE	1. Agency Address	FOR RECORDS MANAGEMENT USE			
Application Date	Georgia Ports Authority	Application Number			
8/26/83	Finance Division Post Office Box 2406	78-245-A			
Application Number	Savannah, Georgia 31402	Date Received Date Completed			
109	Savaman, Soorgia 31402	AUG 3 1 1983 NOV 2 1983			
2. Person to Contact	Working Title	Telephone Number			
John Rowland	. Accounting Manager	964-3894			
3. Action Requested					
a. 🗀 Establish Retention S	schedule record will continue to accumulate.	en e			
b. 🛘 Dispose of present ac	cumulation; no further accumulation anticipated.				
c. X Amend Application	lo Check One: ☐ Change; ☑ Superco				
Datas of Series Earliest Latest	5. Records Series Title (followed by title used in office; if a	urrerent)			
. 1974 To Date	Paid Invoice Register File				
5. Division and Office Function	ب و من بروس بالروب و برود الروب و الواحد في المناطقة و	which this record series is created?			
The Director of Finance is responsible for the accounts of the Authority and establishes and maintains accounting methods and procedures for the Authority. He approves all expenses for the Directors' meetings; is responsible for the auditing and accounting provisions of all contracts, leases and agreements of the Authority; provides protection of the assets with adequate internal control procedures and assures proper insurance coverages for the Authority's properties; and coordinates the preparation of the annual budget with the various divisions. Under his supervision, monthly financial statements are published and related financial and cost data records are properly distributed.					
	•				
7. Record Series Description	This file contains the following documents (include form realized samples of the file.	umbers and titles, if any):			
Documents relating to:	Register listing application of payments, actual cash receipt slips.	accounts outstanding and			
included are:	Paid invoice register (printout), cash re documents (check stubs), outstanding list listing.				
- .					
1					
•					
	,				
File is arranged:	File is arranged in various ways: Paid i Cash Receipts - chronologically; End of M				
8. Monthly Reference Rate	How often are records referred to which are:				
One to six months old20		to twenty-four months old 60;			
twenty-five months and olde					
Annual Rate of Accumulation Letter-size drawers	n of Herords; Shelves	; Other (specify)			

YES	NO	10. Questionnaire	(Place an "X"	'in the proper ∞	umn) 5 ca a		
. X.		a. Is this the office of the second of the s	• •	series?			
	×	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.					
Х		c. Is this a vital re	cord?			,	
	Х	d. Does this serie	s have historical	or long term resea	rch value?	4	
	×		wo documents in scheduled separa)	necessary to keep the entire file for a long p	eriod, could t	:hese
	×				ublished? If yes, attach coov.		
×	-	g. Is the information of the second of the s		this series ever a	nalyzed and/or recorded in a summarized re	eport?	
×		h. is there a duni	ication of this se	ries in your office Statement - A	, or in another office or agency?		
	×			n of iti regularly r			
	X	i Does the recor	d series result in	a computer print	out?		
11.	Retent	tion Requirements	The	following require	s the series to be kept:		
			•		4 4		
		te Law		years.	d. Audit period	1	years,
,		tute of limitation		years.	e. Administrative need		years.
!	c. Fec	ieral law	<u></u>	years.	f. Federal retention instructions	يجسسونه المخاولة	years.
,	Attach	copy or excerpt of	laws or regulation	ns. Explain admin	istrative need.	:	:
-		. •					
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310				ನ - ೧೯೬೮ ಕ್ರಮಾನಕ ಹ ನ್ಯಾಚಿಕ ೧೯೯೪ ಕ್ರಮಾನಕ			en e
							
12.	Aporq	ved Disposition Inst	ructions This	s agency recomme	nds that the file series be cut off at the end	i or each:	
				Calendar Year; 🛭	Fiscal Year; Other		then,
					garan kalendari da	= -	e de la companya della companya della companya de la companya della companya dell
		ld in the current file			_1 year(s); then	11.00 - 1 - 1 F	
		insfer to local holding					
		insfer to State Reco	rds Center; hold	year	(s); then		
		stroy,					
i		ansfer to State Archi	ves for permane	nt retention.			·
!	□ Ot	her (Specify)					
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These instructions apply to all prior and future accumulations of the series.							
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Λ==-	ملا يجي	rad/Designee /Signa	ntirel	Date	Records Management Officer (Signature	7 1	Date
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110		1/0	in the second	F/26/F2	(and Moseley W	\	8.26.83
<u> </u>							
	State Records Committee (Signature) Date				Date		
•		ndations in para-			an .		10 12 83
-		re approved.	State Audi	tor/Designee	1 Man Kohny	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	10-12-83
ł .	isappr (plana	oved, attach letter (tion.)	Secretary of	State/Designee	Edward Weldon		9/30/83

Attorney General/Designee



AR-50-71; Rev. 76

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FOR AGENCY USE	1. Agency Address	FOR RECORDS MANAGEMENT USE				
Application Date	Georgia Ports Authority	Application Number				
10-13-78	Finance Division	78-24	15			
Application Number	Post Office Box 2406	Date Received	Date Completed			
35	Savannah, Georgia 31402	OCT 2 7 1978	NOV 2 8 1978			
2. Person to Contact	n to Contact Working Title Telephone N					
John Rowland	Accounting Manager	Accounting Manager 964-1721, 2				
b. Dispose of present ac	Schedule, record will continue to accumulate.					
	No Check One: Change; Supercer		, — — — — — — — — — — — — — — — — — — —			
4. Dates of Series Earliest Latest	5. Records Series Title (followed by title used in office; if di	irerent)				
1974 To Date	Paid Invoice Register Files		:			
6. Division and Office Function		which this record serie	es is created?			
and maintains accounting methods and procedures for the Authority. He approves all expenses for the Directors' meetings; is responsible for the auditing and accounting provisions of all contracts, leases and agreements of the Authority; provides protection of the assets with adequate internal control procedures and assures proper insurance coverages for the Authority's properties; and coordinates the preparation of the annual budget with the various divisions. Under his supervision, monthly financial reports are published and related financial and cost data records are prepared distributed. The purchasing function is also a part of his responsibility as well as the maintenance of all contracts, leases and agreements of the Authority.						
7. Record Series Description	This file contains the following documents (include form no Attach samples of the file.	umbers and titles, if an	y):			
Documents relating to: Register listing application of payments, accounts outstanding and actual cash receipt slips.			anding and			
Included are:	Paid invoice registers (printout form), odocuments (check stubs), outstanding listlisting.	eash receipts and ding - end of mo	d supporting onth invoice			
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8. Monthly Reference Rate	How often are records referred to which are:		A STATE OF THE STA			
One to six months old 20		o twenty-four months	old <u>60</u> ;			
9 Angual Pata of Aggumulation	twenty-five months and older 8? 9. Annual Rate of Accumulation of Records					
Letter-size drawers	; Legal-size drawers; Shelves;	Other (specify)				

(Over)

YES NO 10. Questionnaire	(Place an "X" in the prop	er column)			
1 🗸 1	official copy of the series?				
h. Does the series		ation requiring s	ecurity handling? If yes, cit	e law or regulation	n.
	<u> </u>			4 '	The second secon
C. 13 tills a vital let	c. Is this a vital record? d. Does this series have historical or long term research value?				
e. When one or tw	o documents in the file mal	ce it necessary to	keep the entire file for a lor	ng period, could ti	
			If you attach comy		
	4		If yes, attach copy, d/or recorded in a summarize		1 All Barrick W. Till Statement of the S
X If yes, attach co	ppy. Financial Rep	ort			
h. Is there a duplic X If yes, where?	cation of this series in your o		•		
	a major portion of it) regul		d?		
				<u> </u>	مهرستي پيسپي د سند سند
11. Retention Requirements	The following re	quires the series	to be kept:		
a. State Law	years.		Audit period	4	years,
b, Statute of limitation c. Federal law	years.		Administrative need Federal retention instruction		•
or remeral rass		۲.	· aderar retention modulo	The second se	,
Attach copy or excerpt of la	aws or regulations. Explain a	dministrative ne	ed.	•	•
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12. Approved Disposition Instru		•	ne file series be cut off at the		egy, and discountered server and produced the first to the server and the server
	☐ Calendar Yea	ir; 🔯 Fiscal Ye	ar; Other	*	then,
☑ Hold in the current files	areamonth(s) _	2	(s); then		• ,
🔀 Transfer to local holding	g area, holdye	ar(s); then			. •
☐ Transfer to State Record ☑ Destroy.	ds Center; hold	_year(s); then		•	•
	es for permanent retention.	``			
☐ Other (Specify)		*			
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These instructions apply to	all prior and future accumu	lations of the se	eries.		
Agency Head/Designee (Signat	<i>ture)</i> Date	Records	Management Officer (Signat	ure)	Date
18/10	10/13	na CAN	al James on	1) All	10-13-18
			Tringer	to and the	
Recommendations in para-		S	tate Records Committee (S	gnature) 	Date
graph 12 are approved.	State Auditor/Designee	1 h	no June	angan magalingan kanda dagan di walifu kirakan si kiri magamininan bana kanakan di kirili sa sa sa sa sa sa sa	11-22-71
(If disapproved, attach letter of explanation.)	Secretary of State/Design		ma 10 /s/a.	#	11-17-78
Gr CAPIGNACIONA	Secretary pristate/Design		7.61	<u></u>	10 10
The state of the s	Attorney General/Design	(Reverse Side)	Mull	Base British program (1983) The state of colors and colors.	11.27-78
AR-50-71; Rev. 76		(Raverse Side)			